



CITY OF SAN ANTONIO

Development Services Department

TO: All Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 111**
Procedure for Submitting Responses to Plans Review Denial Comments

DATE: December 22, 2005

The purpose of this information bulletin is to develop a uniform, comprehensive requirement for permit applicants when submitting responses to previously identified plans review denial comments provided by the Development Services Department (DSD) plans examiners. By establishing a standing operating procedure in this regard, a complete and coordinated review will take place in a timely manner, and the need for subsequent resubmittals will be eliminated or minimalized. Please refer to **Information Bulletin 110**

(http://www.sanantonio.gov/dsd/pdf/IB110_Accessing_Plan_Review_Comments.pdf), Assessing Plans Review Comments Online, should you desire to view all plans review comments.

Please adhere to the following procedures when responding to Plans Review denial comments.

1. Do not submit formal responses to plans review denial comments directly to a plans examiner. We highly recommend that the design team correspond (phone, email, etc) and/or meet with the respective plans examiners to discuss resolutions to all denial comments, but the final and formal responses shall be submitted as outlined in this Information Bulletin.
2. Do not submit formal response packages addressing plans review denial comments until all reviews for the review cycle under consideration have been completed by all reviewing disciplines. If DSD receives a response package prior to all reviewing disciplines having completed their review of the respective review cycle under consideration, the primary applicant will be notified and will have 24-hours to pick up the incomplete package. If the package is not picked up within the 24-hour time frame, the package will be discarded in its entirety. DSD will not hold the package for more than 24-hours.

3. Do not submit incomplete formal response packages addressing plans review denial comments. Response packages addressing plans review denial comments shall be a comprehensive package addressing all disciplines' plans review denial comments. If DSD receives a response package that does not identify or address each denial comment from each plans review discipline, the primary applicant will be notified and will have 24-hours to either pick up the incomplete package or provide the missing responses. If the package is not picked up or missing response provided within the 24-hour time frame, the package will be discarded in its entirety. DSD will not hold the package for more than 24-hours.
4. The formal response package addressing all plans review denial comments shall be in the following format:
 - a. Provide a cover letter which identifies all of the following:
 - i. A/P Number
 - ii. Project Name
 - iii. Project Address
 - iv. Identify each reviewing discipline and their respective denial comment(s). A brief sentence or paragraph explaining how each such denial comment is proposed to be resolved. In each response, it may be necessary to reference revised drawings, specifications, or other supporting documentation that is either attached to or located within an appendix to the cover letter.
 - v. Name and signature of the Responsible Design Professional in Charge.
 - b. Provide two (2) identical copies of all drawings that have been revised (these are the drawings that are referenced within the cover letter). If the revisions were for Tree, Landscape, and/or Irrigation drawings, three (3) identical copies of all such drawings shall be submitted.
 - i. If the original drawings were sealed by an Architect or Engineer, then any revisions to such drawings shall bear the seal and signature of the respective Architect or Engineer in accordance with Texas State Laws and Rules.
 - ii. Submit copies of only those drawings that are being revised. If drawings are being re-submitted which have not been revised, all such drawings will be discarded.

- iii. Any revisions to drawings shall be clearly visible and identifiable (i.e., clouded, revision numbers, dates, etc).
- c. Provide two (2) identical copies of all supporting documentation referenced within the cover letter. Such supporting documentation may include but is not limited to design specifications, calculations, manufacture's literature, email correspondence, etc. All such supporting documentation shall be sealed and signed as required by state statues and regulations. Any email correspondence used as supporting documentation shall be signed copies from the respective author(s).
- d. The comprehensive package addressing all plans review denial comments from all disciplines shall be submitted to the following address:

City of San Antonio
Development Services Department
Development and Business Services Center
Plans Review Division – Attn: Plans Coordinator
1901 S. Alamo St.
San Antonio, TX 78204

If you have any questions regarding this Informational Bulletin or the procedure for response to plans review denial comments, please call any plans examiner or a Plans Review Manager at (210) 207-8394.